



*workforce* **CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

## **REQUEST FOR PROPOSALS**

# **WORKFORCE INVESTMENT ACT ADULT AND DISLOCATED WORKERS EMPLOYMENT AND TRAINING SERVICES HOME OFFICE**

**Published March 14, 2014**

**Submission Deadline**

**April 17, 2014 @ 2:00 PM**

***Late submissions will not be accepted***

**Workforce Connections is an Equal Opportunity Employer/Program**

**Auxiliary aids and services are available upon request from Workforce Connections for individuals with disabilities**

**Workforce Connections' hours of operation are Monday - Friday, 8:00 a.m. to 5:00 p.m.**

**Adult CFDA 17.258**

**Dislocated Workers CFDA 17.278**

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**Adult and Dislocated Workers Employment and Training Services**  
**Request for Proposal Timeline**  
*(\*All dates are subject to change)*

<b>Request for Proposal (RFP) Release</b>	<b>March 14, 2014</b>
<b>Mandatory Bidders' Conference</b> Workforce Connections 6330 West Charleston Blvd., Ste. 150 Las Vegas, NV 89146	<b>March 19, 2014 @ 1:30 PM</b>
<b>Last day to submit RFP Questions</b> All questions must be submitted by email to: <a href="mailto:horfp@snvwc.org">horfp@snvwc.org</a>	<b>April 11, 2014</b>
<b>Proposals Due</b>	<b>April 17, 2014 @ 2:00 PM</b>
<b>Public Proposal Opening</b>	<b>April 17, 2014 @ 2:30 PM</b>
<b>Evaluation of Proposals</b>	<b>April 21, 2014 – May 2, 2014</b>
<b>Contract Recommendation(s) Presented for Approval</b>	<b>May 14, 2014 – A/DW Committee</b> <b>May 27, 2014 - Board</b>
<b>Contract Negotiations/Statement of Qualifications (SOQ) Review</b>	<b>June 2-27, 2014</b>
<b>Contracts/Programs Commence</b>	<b>July 1, 2014</b>

## **STATEMENT OF NEED**

Workforce Connections (WC) is soliciting proposals to fund Adult and Dislocated Worker programs in the Las Vegas Metro area. Selected proposals shall prepare and equip individuals with the necessary skills to meet the current and upcoming workforce needs of employers in our business communities. Communities to be served will be Las Vegas, North Las Vegas, Henderson, and Boulder City.

Nevada was the most negatively affected state during the recent recession. This was due to above average levels of individuals who were employed in the construction industry and Nevada's reliance on tourism and gaming. Nevada's recovery has lagged behind the national economy. [Nevada Quarterly Economic Forecast 2013:IIQ-2015:IVQ]

While the unemployment rate suggests that people are regaining employment, many are dropping off the unemployment statistics by exhausting their benefits rather than by obtaining employment. The unemployment rate for December 2013 increased overall in the Nevada metro areas with Las Vegas' rate increasing from 8.6% to 8.9%. [Bureau of Labor Statistics]

The Governor's Office of Economic Development has identified nine industry sectors that are expected to have the greatest economic growth and impact in Nevada. These industry sectors include: Aerospace and Defense; Agriculture; Clean Energy; Healthcare and Medical Services; Information Technology; Logistics and Operations; Manufacturing; Mining and Materials; and, Tourism, Gaming and Entertainment. The Governor's Workforce Investment Board (GWIB) has also established Industry Sector Councils to promote nationally recognized industry recognized credentials.

WC is seeking innovative ways to assist individuals with obtaining industry recognized certifications and employment in the Las Vegas Metro area and provide employers with highly trained and skilled employees. Consideration will be given to those organizations that focus on innovative training and employer partnerships.

## **SECTION I OVERVIEW**

### **A. OVERVIEW OF THE WORKFORCE INVESTMENT ACT OF 1998**

The Workforce Investment Act (WIA) programs prepare individuals for the labor market to ensure the skills and knowledge necessary for them to succeed in a knowledge-based economy. The WIA Adult and Dislocated Worker program targets unemployed and underemployed adults with barriers to employment and provides them with employment and training services that prepare them for entrance into the workforce.

Workforce Connections (WC) is a public agency that provides a variety of workforce development services to Southern Nevada residents and businesses. Funds to provide these services are made available to WC through the U.S. Department of Labor's (DOL) Workforce Investment Act (WIA), Nevada Department of Employment, Training and Rehabilitation (DETR) and are designated for employment and training activities of Adult and Dislocated Workers.

### **B. REQUEST FOR PROPOSAL (RFP) OVERVIEW**

WC is currently soliciting proposals from organizations that have the experience and expertise to provide workforce development services for Adults and Dislocated Workers described in this RFP. WC announces the availability of up to **\$3,000,000** of WIA funds to assist individuals with obtaining high-wage, high-growth occupations. WC's intent is to procure **two to four qualified partners** to enter into a one year cost reimbursement contract, with possible options to extend for up to two additional years.

Proposals will be accepted from public and private non-profit organizations, as well as faith-based, for-profit, and community-based organizations. Successful applicants will serve as sub-grantees of Adult and Dislocated Worker funds administered by DOL and DETR.

### **C. MANDATORY BIDDERS' CONFERENCE**

For any organizations that intend to submit proposals, a mandatory bidders' conference will be held on Wednesday, March 19, 2014, at 1:30 PM at the following location:

**Workforce Connections  
6330 W. Charleston Blvd., Suite 150  
Las Vegas, NV 89146**

#### **D. LENGTH OF PROJECT**

The performance period for this project will begin on July 1, 2014, and end on June 30, 2015. WC may extend the contract for an additional two years, in increments of one year, depending on program performance, availability of funds, and if it is determined to be in the best interest of WC.

#### **E. PRIORITY OF SERVICE TO VETERANS AND ELIGIBLE SPOUSES**

WIA programs are required to implement Veterans' Priority of Service because they are the delivery point for a significant percentage of qualified job and training programs and services. Projects must be conducted in accordance with the Veterans' Priority Provisions of the "Jobs for Veterans' Act," Public Law 107-288. The Training and Employment Guidance Letter 10-09, November 10, 2009, provides general guidance regarding the implementation of the Veterans' priority and how this priority will affect current business practices. Applicants must be familiar with Veterans Benefits Title 38, US Code (U.S.C.), Section 101 (2).

#### **F. WORKFORCE CONNECTIONS' WORKFORCE DEVELOPMENT**

##### **ACADEMY**

The Workforce Development Academy (WDA) is a comprehensive certificate program provided by WC in partnership with University of Nevada Las Vegas (UNLV) Continuing Education. The WDA provides courses to ensure WIA partners understand the objectives, regulations, and core components of WIA Adult and Dislocated Worker employment and training services. Participants will have the opportunity to earn Continuing Education Units (CEUs) and a WC recognized certificate of completion. ***All Adult and Dislocated Worker direct funded staff will be required to participate in and complete WC's Workforce Development Academy.***

#### **G. PERFORMANCE MEASURES**

Successful applicants will also define strategies and commit to meet quantifiable performance measures each program year. Programs, at a minimum, will be measured on their success in achieving each WIA performance measure. The WIA performance indicators for Adult and Dislocated Workers currently are:

##### **Adults**

- Entered Employment Rate 72.5%
- Retention Rate after Six Months 81.5%
- Average Earnings Gain \$13,800

### **Dislocated Workers**

- Entered Employment Rate 76%
- Retention Rate after Six Months 84.5%
- Average Earnings Gain \$16,200

### **H. BUSINESS SERVICES**

In order to maximize resources for our participant population, partners will be required to participate with WC's Business Services team. The Business Services team serves the system by engaging employer partners who view the One-Stop Career Center (OSCC) and System as their first choice for employment and training services. The partner's role will be to (1) log on to [www.nvcareercenter.org](http://www.nvcareercenter.org) on a daily basis to stay abreast of the available positions that participants may qualify for; and (2) schedule qualified participants into weekly pre-screening sessions via a private link that will be provided.

Partners who independently source employers and fill positions will be required to track direct hire/placement activity in the Nevada Job Connect Operating System (NJCOS). Access to this system and training will be provided.

### **SECTION II RFP GENERAL INFORMATION**

#### **A. LATE PROPOSALS, MODIFICATIONS & ADDENDA**

The first page of this document designates the closing date and time **April 17, 2014, at 2 PM**, by which the proposals must be received by WC. **Proposals received after the denoted closing date and time will not be considered for funding.**

Any applicant may modify their proposal in writing at any time **prior to** the scheduled closing date and time for receipt of proposals. Proposal modifications must be submitted in the same manner required for the original proposal.

If it becomes necessary for WC to revise any part of this RFP, a written addendum will be provided to applicants and/or interested parties of the general public in a written addendum from WC via the website at: [www.nvworkforceconnections.org](http://www.nvworkforceconnections.org). WC is not bound by or responsible for any oral representations, clarifications, or changes made to this RFP by WC's employees unless such clarifications or changes are provided via a written addendum posted on WC's website.

Each applicant, upon receiving notification by WC of a published addendum, must insert the information indicated in the RFP package. Failure to acknowledge any addenda may result in disqualification and rejection of the proposal.

## **B. EX-PARTE COMMUNICATION**

WC prohibits ex-parte communication with any WC Board member and/or staff member after the deadline of the publication and receipt of proposals. No Board member and/or staff member shall initiate or accept oral communication regarding any RFP under consideration. Any communication by telephone, email, letter, face-to-face conversation, or other off-the-record contact is strictly prohibited. Any discovered ex-parte communication will be provided to WC's Executive Director for review and appropriate action. Applicants who attempt to improperly influence the proposal review and evaluation process in any way shall be disqualified.

## **C. PROTESTS**

Any applicant who has a protest in connection with this request shall have the right to submit, in writing, their protest to WC **within 10 calendar days of award**. The written protest must be submitted to:

**Ardell Galbreth, Executive Director  
Workforce Connections  
6330 W. Charleston Blvd., Suite 150  
Las Vegas, Nevada 89146**

The protest must be in a format as outlined in WC's Policy 5.07. This policy is located at: [www.nvworkforceconnections.org](http://www.nvworkforceconnections.org).

Failure by the applicant to request clarification of any inadequacy, omission, or conflict will not relieve the applicant of this responsibility. The signing of the proposal form will be considered as implicitly denoting that the applicant has a thorough comprehension of the full intent and scope of this RFP.

## **SECTION III PROPOSAL FORMAT AND CONTENT**

### **A. PROPOSAL RESPONSE FORMAT**

Each applicant is requested to submit their proposal in a format that is easy to read and understand. Applicant must avoid repetitious material. Each proposal should clearly demonstrate the applicant's ability to effectively manage and operate a program under WIA and provide the services requested.



1. All proposals must be delivered on or before **April 17, 2014, no later than 2:00 PM**, to the following WC's administrative office at:  
**Workforce Connections**  
**ATTN: Adult and Dislocated Workers RFP**  
**6330 W. Charleston Blvd., Suite 150**  
**Las Vegas, NV 89146**
2. All proposals must be submitted in a sealed envelope and plainly marked, "**Request for Proposal**" with the name of the proposed description of services and also the name and address of the applicant clearly marked on the outside in the upper left hand corner of the sealed envelope.
3. All proposals shall be time-stamped by WC upon receipt. Please provide **one (1) unbound, and one (1) electronic copy** of the proposal. **Proposals may not be sent via e-mail or facsimile.**
4. All responses must comply with the following layout specification requirements:
  - Cover Page
  - Table of Contents
  - Executive Summary: One page summary
  - Program Requirements: Scope of Work; Program Design, and all other required components. **The total cannot exceed 15 pages (excluding executive summary, required appendix, and budget forms). Tables and graphs are not allowed in this section.**
  - Font: 12 Point Times New Roman
  - Margins: One-inch minimum (this applies to all margins)
  - Spacing: Double-Spaced
  - Pages: Single-Sided
  - Footer: The name of the organization submitting the proposal and the page number
  - Labels: Label each section and applicable subsection
  - Required Appendix
  - Budget Forms
5. All applicants may request the withdrawal of a sealed proposal submitted prior to the scheduled closing date and time provided. The request for withdrawal must be submitted in writing to WC's Executive Director.
6. All questions relating to the RFP must be submitted to WC via e-mail at: [horfp@snvwc.org](mailto:horfp@snvwc.org).

7. This RFP does not commit WC to accept any proposal submitted, nor is WC responsible for any costs incurred in the preparation of responses to this RFP.
8. WC reserves the right to accept/reject any or all proposals, to accept/reject any or all items in the proposals, and/or **to award the contract in whole or in part as is deemed to be in the best interest of the participants to be enrolled in the program and/or WC and the local area.**
9. WC reserves the right to negotiate separate proposal components after the proposal(s) are reviewed if such action is deemed to be in the best interest of the participants to be enrolled in the program and/or WC.
10. WC reserves the right to cancel, delay, amend, or reissue the RFP at any time.

## **B. REQUIRED ELEMENTS**

All proposals must adhere to the required format and, in order to be competitive, must include all of the requested information, completed forms, and attachments. Applicants are required to demonstrate knowledge, experience, and capacity to provide services to Adults and Dislocated Workers through the proposal narrative. The applicant must clearly describe its capability to conduct and administer a federally funded project including the ability to collect and report financial and participant data as required. Applicants must also be aware of the state and federal Americans with Disabilities Act (ADA) regulations, laws, and procedures for ensuring universal access. The proposal must specifically address the following elements:

### **1. PROGRAMMATIC ELEMENTS**

- a. **Outreach and Recruitment:** Funded partners will be required to conduct outreach and recruitment for program participants, as well as providing eligibility determination prior to enrollment. Funded partners will provide outreach to community service providers and agencies, including social service agencies, county and government programs, shelters, resource fairs, etc. Proposals may include letters of commitment from such organizations.
- b. **Eligibility:** An **Adult** is identified as an individual 18 years of age or older who is either a US Citizen or has the Right to Work in the US. All males who are born after 01/01/1960 must be in compliance with Selective Service registration requirements. The individual must also be a resident within the Southern Nevada Workforce Investment area. A **Dislocated Worker** is defined as an individual who meets Adult eligibility and the additional criteria of one of the following categories: Laid Off or Terminated; Plant Closure; Formerly Self-Employed; or Displaced Homemaker.

Please refer to WC Policy ADW-030-01, Eligibility for WIA Title I Services:  
[http://www.nvworkforceconnections.org/Admin/attach/ADW-030-01%20\[PDF\].pdf](http://www.nvworkforceconnections.org/Admin/attach/ADW-030-01%20[PDF].pdf)

- c. Individual Employment Plan:** Funded partners will be required to develop an Individual Employment Plan (IEP) with each **program participant within five (5) business days after the determination of eligibility.** The IEP is developed based upon the results of the participant's assessed vocational interests, aptitude, barriers, skills and skill deficiencies, and training needs. The IEP will include, but is not limited to, goals pertaining to services such as training activities, job search skills, and job retention skills. The IEP will also include a clear employment objective, with a focus on at least one of the industry sectors identified in the Governor's Economic Development Plan:

<http://www.diversifynevada.com/documents/Objective%20%20-%20Advance%20Targeted%20Sectors%20and.pdf>

- Aerospace & Defense
- Agriculture
- Business Information Technology Ecosystems
- Clean Energy
- Health & Medical Services
- Logistics and Operations
- Mining
- Manufacturing
- Tourism, Gaming & Entertainment

Based on individual needs, an IEP may also include a plan for the provision of mental health services, drug and alcohol rehabilitation, financial counseling, referrals to housing services, legal aid, and other necessary social services that are employment-focused.

- d. Services:** The proposal must address the services to be delivered under the program. Services to be provided must include outreach, eligibility determination, assessment, referral to and coordination with support service providers, case management, training, job search and placement assistance, and follow-up services.
- e. One-Stop Career Center:** Applicants will be required to enter into a Memorandum of Understanding (MOU) agreement as a One-Stop system partner.

- f. **Timely Data Entry:** Funded partners will be required to enroll participants into the data tracking system **within five (5) business days after the determination of eligibility. Funded partners will be required to enter all participant data within eight (8) business days from the date of the service into WC's data tracking system.** WC will provide training on this system upon approval of funding. Funded partners will be required to follow WC's policy 030-04 regarding requirements for data entry. [http://www.nvworkforceconnections.org/Admin/attach/ADW-030-04%20\[PDF\].pdf](http://www.nvworkforceconnections.org/Admin/attach/ADW-030-04%20[PDF].pdf)
- g. **Occupational Skills Training:** Funded partners are required to provide training services from approved training providers. A list of training providers can be found on the Eligible Training Provider List (ETPL) located on the WC website, [http://www.nvworkforceconnections.org/?page\\_id=6300](http://www.nvworkforceconnections.org/?page_id=6300). **A minimum of 40% of the total recommended award must be allocated to occupational training services and related supportive services.**
- h. **On-the-Job Training (OJT):** An OJT is a training activity that pays a wage subsidy to employers for a new employee's pre-determined training period. An OJT is appropriate when the need for training has been identified in the IEP. OJT's must be with an employer that will commit to full time, permanent employment for the participant at the end of the OJT contract term.
- i. **Enrollment and Expenditure Schedule:** Funded partners will be required to adhere to an implementation schedule of enrollments and expenditures to ensure that enrollment and spending goals are achieved. This schedule will be developed and negotiated during contract negotiations.

## **2. BUDGETARY ELEMENTS**

- a. **Budget and Budget Narrative:** Each applicant is required to submit a project budget using the WC Excel budget template that is located at [www.nvworkforceconnections.org](http://www.nvworkforceconnections.org) under the RFP tab at the top of the home page.

The budget template has a summary page and 11 budget detail pages that require line item detail, for a total of 12 pages. There are lines identified at the bottom of each budget detail page for a narrative, and each line item is required to have a concise narrative description justifying the charges. Each budget detail section should not exceed one page including the narrative. Any separate budget narratives submitted will not be reviewed.

There are detailed instructions contained in the budget template as Excel comments that are revealed by hovering with a mouse over the red triangles. The budget summary page is locked and auto-populates based on information entered on the budget detail pages. All charges are to be rounded to the nearest whole dollar.

On the budget summary page identify the name and contact information for the staff person who may be contacted for any questions regarding your budget submission.

- b. Budget Period and Amount:** The WC requested funding portion of this line-item budget must be less than or equal to the total funding available of \$3,000,000. The budget should identify all proposed costs for the initial 12 month funding period from July 1, 2014 through June 30, 2015.
- c. Required Match:** Matched resources anticipated to be utilized in support of this program must be included on the match resources form of the budget. **A minimum match of 5% of the total WC portion of the budget is required for this project.**

Matched resources may be cash or in-kind. In order to qualify as match under this project, resources must directly benefit this project or be allocated if they benefit multiple projects. **Matched resources must be from non-federal sources.**

Funded partners that fail to meet the match requirement will not be eligible for any additional funding, regardless of need, during the initial 12 month funding period. Failure to meet the match requirement during the initial funding period could also impact contract extensions beyond the initial funding period.

- d. Budget Requirements:** Each budget submitted must meet the following requirements:
1. Training costs (budget tab A.) must equal at least 40% of the total WC request.
  2. Occupational skills training (budget tab A. line 1) and related supportive services (tab B1. Training Related Supportive Services) must equal at least 40% of the total WC request.
  3. Training and Supportive Services costs (budget tabs A. and B. combined) must equal at least 50% of the total WC request.
  4. To ensure sufficient case management for this project, there must be at least one case manager full-time equivalent for every 100 new participants to be served by this project.

The budget has formulas built into the summary page that will flag an error message if any of the above four requirements are not met.

- e. **Allocated Costs:** Funded partners are required to describe their “Allocation Base” (e.g. Direct Hours Worked, Square Footage Usage, etc.) on several budget detail pages. This allocation base describes the existing or anticipated methodology that will be used to prorate common or shared operating costs among projects. Examples of shared operating costs are infrastructure/operating costs (e.g., rent and copier machines), as well as personnel (e.g., receptionist, fiscal staff, senior management) providing benefits to multiple funding sources. Computation columns are provided on the budget detail pages to aid in this calculation.
- f. **Profit:** According to WIA regulations, only commercial for-profit organizations may incorporate profit into their budget. Profit must be contained in a single line item on the Other Overhead budget tab H. and may not exceed 10% of the WC requested amount of the budget.
- g. **Indirect Costs:** Indirect costs are costs incurred by an organization that do not directly benefit any one program or project, but indirectly support all aspects of the organization. For agencies awarded funds, any indirect costs budgeted must be supported by an indirect cost rate agreement with a federal or state cognizant agency or a cost allocation plan approved by WC that describes how indirect and common operating costs are distributed to the different funding sources. The extent to which an applicant can meet performance objectives while minimizing indirect costs will be a factor in the evaluation process.

#### **IV. SCORING AND REQUIRED ELEMENTS**

1. **Cover Page – Please see appendix for template**
2. **Executive Summary – Provide a brief history of your organization and a concise overview of this project. (One page maximum)**
3. **Demonstrated Ability (30 Points Maximum)**
  - a. Provide a clear description of the organization including history, programs and services, populations served, and major funding sources. Explain the organization’s experience providing high quality services to Adults and Dislocated Workers and the organization’s capacity to serve the proposed number of participants.  
**(10 points maximum)**

**PLEASE NOTE THAT ALL APPLICANTS WILL ONLY ANSWER EITHER b OR bii.**

- b. INCUMBENT APPLICANTS ONLY** - Applicant must present specific qualitative outcomes of previous WC workforce development programs. Outcomes must present a compelling case for past success. Please explain new programmatic elements or innovations planned that will increase this project's performance and quality of service over Program Year 2013. Please complete the Attachment E found in the required appendix.  
**(10 points maximum)**
- bii. NEW APPLICANTS ONLY** - Applicant must present specific qualitative outcomes of previous activities or programs. Outcomes must present a compelling case for past success. Describe how these activities or programs will impact this project's program design. Explain programmatic elements or innovations planned that will ensure this project's performance and quality of service. Please complete the Attachment E found in the required appendix  
**(10 points maximum)**
- c.** Applicant must present detailed strategies to meet performance measures (WIA Common Measures). Applicant must describe a plan to ensure that performance measures are properly managed and regularly monitored.  
**(10 points maximum)**

**3. Proposed Services (15 Points Maximum)**

- a.** Provide a description of the organization's experience working with at-risk populations including adults, dislocated workers, veterans, ex-offenders, individuals with disabilities, and individuals with significant barriers to employment.  
**(5 points maximum)**
- b.** Applicant must present a detailed strategy that will ensure the provision of services to WIA eligible Adult and Dislocated Workers. Refer to WC Policy ADW-030-01, Eligibility for WIA Title I Services:  
[http://www.nvworkforceconnections.org/Admin/attach/ADW-030-01%20\[PDF\].pdf](http://www.nvworkforceconnections.org/Admin/attach/ADW-030-01%20[PDF].pdf)  
**(5 points maximum)**

- c. Applicant must describe a staffing plan – including positions, areas of responsibility, and selection criteria for hiring – that is adequate, appropriate, and likely to successfully support the program. Present a plan to successfully integrate the program into the organizational structure.  
**(5 points maximum)**

#### **4. Program Components (20 Points Maximum)**

- a. Applicant must present a detailed strategy for recruiting WIA eligible Adults and Dislocated Workers. Applicant must describe effective methods for assessing participants to determine their interests, skills and aptitudes prior to enrollment. Applicant must include a specific plan on how to recruit and enroll Dislocated Workers.  
**(5 points maximum)**
- b. Applicant must present detailed strategies for training participants across the industry sectors identified by the Governor’s Economic Development Plan. Consider any related supportive services (transportation, childcare, work cards, etc.,) and describe how these will be provided through this project or leveraged through other community resources.  
**(5 points maximum)**
- c. Present a clear narrative describing how a participant would progress through the project. Describe an effective method for ensuring Adults and Dislocated Workers remain engaged and committed to accomplishing the goals and objectives outlined in their IEP.  
**(10 points maximum)**

#### **5. Partnerships (5 Points Maximum)**

- a. Applicant must describe a minimum of four partners, or potential partners, appropriate to carry out the program as it is described. Applicant must describe the roles, responsibilities, and commitments of each partner, appropriately fulfilling all functions in a manner that is likely to ensure successful outcomes. A letter of support or MOU must be attached in the appendix for each partner listed in this section.  
**(5 points maximum)**



**6. Fiscal Plan (10 Points Maximum)**

- a. Briefly describe the elements of the organization's internal fiscal system and fiscal controls that demonstrate the ability to manage Federal funds.  
**(4 points maximum)**
- b. Describe the experience that fiscal staff employed by the organization have in administering Federal funds.  
**(3 points maximum)**
- c. Describe the organization's process for self-monitoring of financial compliance and budgetary performance that will ensure effective fiscal quality control.  
**(3 points maximum)**

**7. Budget - Please see WC website for Budget Template  
(20 Points Maximum)**

- a. The majority of funds for the WC requested portion of the budget are for Participant Services Costs per the Budget Summary page (budget tabs A. and B. combined).  
4 points-60.1% or more of the funds allocated to participant services  
3 points 55.1%-60.0% allocated to participant services  
2 points- 50.1%-55.0% allocated to participant services  
1 point- 50.0% allocated to participant services  
0 points-49.9% or less allocated to participant services  
**(4 points maximum)**
- b. Occupational skills training and related supportive services total at least 40% of WC requested portion of the budget per the Budget Summary Page.  
**(2 points if yes, 0 points if no)**
- c. All training activities equal at least 40% of WC requested portion of the budget per the Budget Summary Page.  
**(2 points if yes, 0 points if no)**
- d. Case management resources are sufficient for the project per the Budget Summary page.  
**(2 points if yes, 0 points if no)**

- e. Matched resources equal at least 5% of the total project per the Budget Summary page.  
**(2 points if yes, 0 points if no)**
- f. Overhead and support costs (budget pages E. through J. combined) are minimized to allow for more direct participant services.  
**(2 points maximum)**
- g. Participant costs, direct staff, and overhead costs are clear and correctly categorized with appropriate narrative descriptions.  
**(3 points maximum)**
- h. The project's proposed budget supports the stated objectives and activities in the project narrative.  
**(3 points maximum)**

## **8. Required Appendix**

**Attachment A – Affirmation and Certification** – See appendix for template.

**Attachment B – Resumes and/or Job Descriptions of Key Personnel** – Please include resumes and/or job descriptions for key personnel funded by this project, either in whole or in-part.

**Attachment C – Letters of Collaboration and Documentation of Partners and/or Subcontractors** – Include a minimum of four appropriate MOU's or letters of support from each confirmed partner, on organizational letterhead, that identifies roles, responsibilities, and commitments.

**Attachment D – Organizational References** – Include two reference letters from partnering agencies or funders **excluding WC** on organizational letterhead.

**Attachment E – Performance Matrix** – See appendix for template.

# TECHNICAL REVIEW

This review is conducted to ensure that all the technical requirements of the RFP have been met. Those proposals passing the technical review will be forwarded to the Evaluation Committee for review. **Those proposals that fail any requirement of the technical review will not be forwarded to the Review Committee for further consideration.** The Technical Review checklist is as follows:

TECHNICAL REVIEW REQUIREMENTS	CHECK ONE:
Attended mandatory bidders conference	Yes <input type="checkbox"/> No <input type="checkbox"/>
Response to RFP submitted by deadline	Yes <input type="checkbox"/> No <input type="checkbox"/>
Correct proposal format in the following areas: <ul style="list-style-type: none"> <li>• Table of Contents</li> <li>• Executive Summary (one page only)</li> <li>• Program requirements i.e. Scope of Work; Program Design, and all other required components must not exceed 15 pages. Tables and graphs not included.</li> <li>• Font: 12 Point Times New Roman</li> <li>• Margins: One-inch minimum (this applies to all margins)</li> <li>• Spacing: Double</li> <li>• Pages: Single-sided</li> <li>• Footer: The name of the organization submitting the proposal and the page number on each page.</li> <li>• Labels: Each section and applicable subsection</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>  Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Appendix items: affirmation and certification, resumes/job descriptions of key staff, a minimum of four letters of collaboration/MOU's, two organizational references, performance matrix	Yes <input type="checkbox"/> No <input type="checkbox"/>
Budget detail and narrative (12 pages total)	Yes <input type="checkbox"/> No <input type="checkbox"/>
One unbound original copy of the proposal and one electronic copy in a sealed envelope submitted correctly	Yes <input type="checkbox"/> No <input type="checkbox"/>

# PROPOSAL REVIEW AND EVALUATION PROCESS

All proposals submitted must first undergo a technical review. The proposal review and evaluation process will be conducted utilizing a fair and objective process that adheres to WC's Procurement Policy and all other applicable state and federal regulations. (Reference: WC Policy 2.2)

**Proposals receiving an overall rating of 70 points or above will be considered as qualified to receive an award. Proposals will be selected for funding based on a favorable assessment by the Evaluation Committee or determined to be most advantageous to the Local Area per WC's Executive Director. Overall costs and other factors may be considered in this determination. Priority may be given to those proposals that illustrate the most comprehensive range of services for Adults and Dislocated Workers.**

**Please note, at the recommendation of the Executive Director, proposals addressing the needs of the hardest-to-serve participant populations with a rating between 60 and 69 points may also be considered as qualified to receive an award. The Executive Director will have the sole responsibility of providing this recommendation per 29 CFR Part 97.36 (d) (3) (iv).**

WC may select a proposal based on the initial information received without modification; however, WC reserves the right to request additional data, conduct oral interviews, and/or conduct a WC management review of the evaluation process prior to making a recommendation of an award to the Adult and Dislocated Worker Committee and WC's Board.

If it is determined by WC that an oral interview is necessary, WC staff will schedule the time and location for these interviews.

The primary purpose of the oral interview is to address areas of applicant proposals that may need additional clarification during the evaluation process.

**NOTE: Handouts, promotional materials, videos, overheads, etc., are not permitted at oral presentations.**

Proposers will also be evaluated on their demonstrated ability to provide services for the targeted population as indicated in this RFP as well as:

1. The ability to successfully pass the review process to determine that the minimum eligibility requirements have been met. Ineligible proposers will be informed in writing.
2. The ability to participate in an oral interview if deemed applicable by WC. The results of the oral interview may be considered when determining final funding recommendations.
3. The ability to provide availability for a pre-award interview, site inspection, and/or telephone conference if deemed appropriate by WC.
4. The successful submission, review and approval of a Statement of Qualifications (SOQ).

**Note:** All bids may be rejected if it is determined to be in the best interest of the Local Area.

## **STATEMENT OF QUALIFICATIONS REVIEW PROCESS**

The selection process will be conducted utilizing a fair and objective process that adheres to WC's Procurement Policy 2.2. Prior to finalizing the award of funds, an SOQ must be completed and approved by WC staff.

Only those organizations that are being considered for a recommendation of funding will be required to submit an SOQ. Organizations will be contacted by WC and notified of the requirement to submit an SOQ.

# AWARD PROCESS

Each applicant submitting a proposal will be notified in writing of WC's decision concerning their proposal. Formal notification to award contracts and the actual execution of a contract are subject to the following conditions:

- Receipt of SOQ and approval of WC staff
- Approval by the Adult and Dislocated Worker Committee and full WC Board
- Receipt of WIA funds from federal and state administering agencies
- Continued availability of WIA funds

**If the results of the review indicate, in the opinion of WC, that the proposed funded partner may not be able to fulfill contract expectations, WC reserves the right not to enter into contract with the organization, regardless of the ranking and/or approval of the applicant's proposal.**

WC may require selected funded partners to participate in negotiations and modify their proposals based on the outcome of those negotiations. WC may decide not to fund part, or all, of a proposal even though it is found to be in the competitive range if in the opinion of WC the services proposed are not needed, the goals of the proposal do not align with goals of WC, or the costs are higher than WC finds reasonable in relation to the overall funds available.

WC reserves the right to modify or alter the requirements and standards as set forth in this RFP based on program requirements mandated by State or Federal agencies. In such instances, WC will not be held liable for provisions in the RFP package that become invalid.

Additional funds received by WC may be used to expand existing contracts or to fund competitively rated proposals not initially funded under this RFP. These decisions shall be at the discretion of WC.

Applicants are encouraged to utilize evidence-based, promising practices, best practices and/or research in developing the program designs. The activities and services described in the proposals can be provided through a lead agency or through partnerships.

# **APPENDIX TEMPLATES**

# PROPOSAL COVER PAGE

(Please print all information on this page)

**Organization/Agency Information:**

**Name:** \_\_\_\_\_

**Agency's Address:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Federal Tax I.D. #:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Fax#:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**4. Area(s) to be Served (Please check all that apply)**

<input type="checkbox"/> Clark County
<input type="checkbox"/> Boulder City
<input type="checkbox"/> Henderson
<input type="checkbox"/> Las Vegas
<input type="checkbox"/> North Las Vegas
<input type="checkbox"/> Other _____



# AFFIRMATION and CERTIFICATION

I affirm that the information within this proposal is true and accurate to the best of my knowledge. I acknowledge that I have read and understood the specifications and requirements of the Request for Proposal (RFP), and that my organization is prepared to deliver the proposed activities as described herein. Further, I certify that I am duly authorized to submit this proposal on behalf of my organization. I also understand that by signing any contract initiated as a result this proposal, my organization is responsible for meeting each deliverable objective set forth in this RFP and/or established federal, state and local Workforce Investment Act directives. I fully affirm and understand that failure to deliver on the objectives set forth in this RFP and my organization's proposal may result in my organization's contract being terminated.

**Please Print:**

**Name of Organization:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ATTACHMENT E**  
**PERFORMANCE MATRIX TEMPLATE**

		Performance Metric	
		System Average	
		PY14	PY12
<b>Placement %</b>			<b>75.8%</b>
<b>Average Wage</b>			<b>\$14.86</b>